



ARMY CONTRACTING AGENCY

Unauthorized Commitments and Ratification Process Guide

15 March 2007

Unauthorized Commitments and Ratification Process Guide

This guide provides Army Contracting Agency (ACA) customers a better understanding of why unauthorized commitments (UACs) are of concern to the Army and how to avoid making an unauthorized commitment. The guide also explains the procedures that must be followed to take corrective action for an UAC and make payment to the contractor. In addition, it provides ACA contracting personnel information on how the ratification process must be completed.

An "unauthorized commitment" is defined at the Federal Acquisition Regulation FAR 1.602-3(a) as "an agreement or purchase that is not solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government." FAR 1.602-1 provides ratification contract authority only to an appointed Contracting Officer within their delegated authority.

"Ratification" as defined in FAR 1.602-3(a) "means the act of approving an unauthorized commitment by an official who has the authority to do so." Ratification procedures provided in AFARS 5101.602-3-90, as supplemented by the Army Contracting Agency (ACA) Acquisition Instructions (AI) 5101.602-3 will be used to process all UACs subject to ACA acquisition procedures.

UACs are a growing problem within the Army. The ratification process is time-consuming, requires considerable documentation, and often damages the Government's ability to conduct future business with the firms involved. UACs represent an unwarranted expense to the Army budget because:

- The administrative effort required to process the ratification always far exceeds that required to purchase the item or service using appropriate procedures,
- Many items and services may be purchased at a better price when completed in the marketplace, and
- The normal acquisition process weeds out items that should not be purchased.

The Government can only avoid UACs through attention to detail and strict adherence to official guidance by personnel throughout the chain of command. When a UAC has taken place, the "committer" and the chain of command must understand the ratification process, the UAC

investigation process, and the actions required for final disposition of the transaction.

Personnel who do not have authority to commit the Government must not make any statements that could be interpreted by a vendor as a commitment to either commence work or to provide services/supplies. All individuals who deal with commercial businesses must be aware of the policies to prevent problems in the procurement process and embarrassment to the Government. All ranks of government employees, whether civilian or military, must abide by the same rules and assure that only "authorized" personnel make financial commitments for the Government.

Common causes of unauthorized commitments include:

- An unauthorized individual does not take the time to process a requisition to contracting or to follow procedures for a Government Purchase Card (GPC) purchase. The individual may be lazy or in a hurry to "please the boss." Sometimes these individuals use the premise that "asking for the forgiveness" is easier/faster than doing it right the first time. Nothing could be further from the truth. In addition to delays and extra work, government personnel who make a financial commitment when adequate funds are not available may be subject to serious administrative and criminal penalties under the Antideficiency Act. Potential violations of the Anti-deficiency Act are addressed during the UAC evaluation and ratification process. See the ASA(FM&C) Financial Operations (FO) Anti-deficiency Act (ADA) website at <http://www.asafm.army.mil/fo/fod/ada/ada.asp#prime> and <http://www.asafm.army.mil/fo/fod/ada/ada.asp> (if you cut and paste in these addresses they will work) for additional information.
- A GPC cardholder places an order that exceeds his/her authority.
- A vendor mistakes a request for information as an order, ships the item, the receiver does not realize it is an improper order and accepts the item rather than reject and return the item.
- An unauthorized individual approves work above the scope or dollar value of an existing contract. Note: Sometimes these unauthorized actions are corrected under the contract's "Disputes" clause instead of the ratification process. The contracting officer will review the circumstances and determine the proper process.
- A contractor continues to perform a service contract or provide leased/rented equipment after the expiration date of the contract. This frequently occurs on yearly services/maintenance/lease type contracts

for which there is a continuing need. Often the dollar value of these contracts is fairly low and the services so much a part of the organizational operation that it becomes, in effect, invisible – thus forgotten about.

Typical questions about unauthorized commitments include:

What is my role in obtaining the supplies and services my organization needs?

Obviously, as the requiring agency, you play a key role in the acquisition process. One of your responsibilities in this process is to locate sources (vendors) and obtain price estimates from those resources. You then include that information on the requisition (either electronic or hardcopy). At that point, your responsibility and authority to deal with the vendor must be exercised exclusively through the contracting officer.

There is a definite distinction between obtaining price estimates and actually placing an order with a vendor. Occasionally, government employees cross the line and violate public law. They are potentially setting themselves up to be held financially responsible either to the Government or to the vendor. Whether it is intentional or not is irrelevant to the determination of whether the action is an unauthorized commitment. When someone other than the appointed Contracting Officer commits the U.S. Government, an UAC has occurred and the “perpetrator” may receive administrative and criminal sanctions under the Antideficiency Act.

How do I know if I’ve made an unauthorized commitment?

If you think you’ve crossed the line, you probably have. Some key signals would be the vendor offering to send you the products, agreeing on a delivery date, discussing payment terms or negotiating price. Remember that you are only contacting the vendor for a price estimate.

Problems usually surface when the vendor asks for payment and there is no existing contract. Payment cannot be made unless a Contracting Officer has awarded a contract or an authorized GPC holder acting within his or her delegation of authority has ordered the item(s).

How are unauthorized commitments rectified?

UACs are rectified through a process known as “ratification.” Ratification is a legal and regulatory process that makes the UAC legal within the constraints of fiscal policy. The outcome of the ratification process is a contract that legally binds the Government.

Are all unauthorized commitments rectified?

No. The employee/soldier may be held personally liable for payment to the vendor. This situation is most often seen when the individual takes an illegal or improper action in making the UAC.

For example:

What can I do to decrease the chances of making an unauthorized commitment?

Make sure the vendor knows you are not authorized to place orders. We recommend a standard disclaimer when corresponding with vendors that clearly states that you are requesting estimated prices and availability for planning purposes only. Also recommended you get your supporting ACA Contracting Officer involved early in the planning process.

What happens during the ratification process?

After the Contracting Officer has been notified of a possible UAC, he/she will then begin gathering all available information on the UAC by requiring the activity/unit to complete the required documentation. At this point, cooperation within the chain of command is essential for resolution. The activity must document the chain of events leading up to the UAC. The individual committing the UAC must document how it occurred; the supervisor along with the Commander or Agency Head must then endorse the narrative and provide corrective action taken or to be taken. The action will then be reviewed within the contracting chain to determine if it should be ratified and if adequate corrective action has been taken to ensure the situation is not repeated. See the following procedures for the entire step-by-step ratification process:

Ratification Procedures:

The basic ratification procedures outlined in FAR 1.602-3, AFARS 5101.602-3 and 5101.602-3-90 shall be followed. The "Request for Approval of Unauthorized Commitment" form provides each region with a uniform UAC submission document (attachment 1). In accordance with AFARS ratification procedures, the "Request for Approval of Unauthorized Commitment" form provides for a uniform and succinct package, describing the circumstances that lead to the UAC; the senior staff officer's investigation of and action on the UAC; the contracting officer's review of UAC; legal review and recommended disposition of the UAC; and, Chief of Contracting Office ratification approval. (The current version of the fill-able form is available from the ACA POC.)

The "Request for Approval of Unauthorized Commitment" form should include the following clarifications and/or information to complete the ratification process:

- The UAC documentation shall address the value of the UAC, contractors name, description of item, when the UAC occurred, and committing activity.
- Part I, Section A, Items 1 – 5: The individual making the UCA will sign statements describing the circumstances, the reasons contracting procedures were not followed, what bona fide Government requirement necessitated the commitment, the benefit received and other pertinent facts and send this information to the individual's commander or senior staff officer.
- Part I, Section A, Items 6 & 7: The individual's commander or senior staff officer will then sign statements describing attempts to resolve UCA.
- Part I, Section B, Items 1 - 4: The individual's commander or senior staff officer will then sign statements verifying the accuracy and completeness of documentation, describing measures taken to prevent recurrence (including disciplinary actions taken) and providing a complete description and funding for ratifying the contract.
- Part II: Concurrence officials, referred to as the "Commander or Agency Head (or designee)" may be interpreted to mean the unit commander, director, or activity chief (first O6 or equivalent in the individual's chain of command) will approve the individual's commander or senior staff officer's sign statements describing attempts to resolve UCA prior to requesting ratification (i.e. returning

merchandise, individual paying from personal funds, etc.) and special remedial corrective action and/or disciplinary action taken.

- Part III: Assigns a Contracting Officer to process ratification
- Part IV: The Contracting Officer shall document that the limitations established at FAR 1.602-3(c)(1-7) are satisfied.
- Part V: A written review of the UAC documentation and a recommendation whether the acquisition may be ratified under provisions of FAR/AFARS shall be obtained from the supporting legal office and included in the unauthorized commitment file.
- Section B: Ratification approval by appropriate level. The HCA may ratify UCAs and delegate this authority no lower than to the chiefs of contracting offices. The PARC may ratify UCAs less than \$100,000 and chiefs of contracting offices may ratify UCAs less than \$10,000.
- Additional information not covered by the form may be included using a memorandum for record format.
- The form is provided in Attachment 1 or is available from the ACA/Regional POCs.

Other requirements of this process:

- After ratification, the GPC may be used to satisfy the commitment if the amount of payment is within the cardholder's authority; if the payment is made in the same fiscal year as the commitment; and if the commitment itself is properly chargeable to the current fiscal year. If prior fiscal year funds are required to satisfy the commitment, a purchase order, or other formal contractual instrument, payable through vendor payment channels, will be required.
- Each contracting office shall keep a log of all UACs completed within the fiscal year. Recommend setting up an accessible office file within the Standard Procurement System, currently PD2.
- All documentation of UAC shall be filed with the final order that is executed for payment and will be maintained for a minimum of 3 years after payment. See contract retention requirements provided by FAR 4.805.

Reporting Requirement:

The Director of the supporting ACA Contracting office will provide periodic summary reporting of UACs to the senior level of command supported. The reporting process should provide the impact of UACs on the commander's organization in terms of administrative time and dollars lost. In addition the need to reduce UACs within their activities shall be stressed. This reporting process will also provide ACA metrics tracking data. (See AI 5101.601)

The Director of the ACA goal is to eliminate UACs. The ACA contracting personnel owes it to our customers to be proactive in identifying where UACs occur and ensure that our customers are trained in the proper contracting procedures. Therefore, knowing where the UACs emanate is of importance. To achieve this goal the Director of the ACA requires a semi-annual report. This report will reflect the number of UACs, the total dollars they represent and ACA location. The report for the first six months of each Fiscal Year (FY) (01 Oct – 31 Mar) is due May 15th and a cumulative report for the entire FY (01 Oct – 30 Sep) is due November 15th of each year, IAW ACA Policy Memorandum P0016. Each PARC will list each installation in your region and report a zero ("0") if no UACs occurred during that reporting period. (The report format is provided in Attachment 2 or is available from the ACA/Regional POCs.)

REQUEST FOR APPROVAL OF UNAUTHORIZED COMMITMENT

FEDERAL ACQUISITION REGULATION (FAR) 1.602-3

AMOUNT (\$)

TO (Contractor Name and Address)

FOR (Item or Service)

DATE OF COMMITMENT

COMMITTING ACTIVITY/UNIT

PART I – DESCRIPTION OF COMMITMENT AND UNIT COMMANDER'S REVIEW

AUTHORITY: FEDERAL ACQUISITION AUTHORITY (FAR) 1.602-3

ARMY FEDERAL ACQUISITION REGULATION SUPPLEMENT (AFARS) 5101.602-3.

The individual making the unauthorized commitment shall complete items 1-5 of Part I, Section A, provide the required documentation, sign, date, and forward to his/her immediate supervisor for completion of Items 6 & 7. The immediate supervisor shall then forward the file to the appropriate individual (Unit Commander, Director or Activity Chief) for completion of Part I, Section B. The complete file shall be forwarded through command channels to the Director of the Supporting Installation Directorate of Contracting. All information shall be completed in detail.

SECTION A – COMMITMENT CIRCUMSTANCES

(Completed by individual making the unauthorized commitment and supervisor of that individual. Following immediate supervisor's completion of Part I, Section A, Items 6 & 7, forward through command channels to Unit Commander, Director or Activity Chief (first O6 or equivalent).)

1. STATEMENT BY INDIVIDUAL DESCRIBING CIRCUMSTANCES

2. EXPLAIN WHY NORMAL PROCUREMENT PROCEDURES WERE NOT FOLLOWED

PART I – SECTION A – COMMITMENT CIRCUMSTANCES (Continued)

3. DESCRIBE BONA FIDE GOVERNMENT REQUIREMENT NECESSITATING THE COMMITMENT

4. DESCRIBE GOVERNMENT RECEIVED BENEFITS *(Give value of benefit and other pertinent facts)*

5. LIST AND ATTACH ALL RELEVANT DOCUMENTS *(Include orders, invoices and other evidence of the transaction)*

TYPED NAME, GRADE OR RANK AND TITLE OF
INDIVIDUAL MAKING UNAUTHORIZED COMMITMENT

SIGNATURE

DATE (MM/DD/YY)

6. DESCRIBE ATTEMPTS TO RESOLVE UNAUTHORIZED COMMITMENT PRIOR TO REQUESTING RATIFICATION *(Such as, returning merchandise, individual paying from personal funds, etc.)*

7. COMMENTS OF IMMEDIATE SUPERVISOR OF INDIVIDUAL MAKING UNAUTHORIZED COMMITMENT			
TYPED NAME, GRADE OF SUPERVISOR	OR RANK, TITLE AND ORGANIZATION	SIGNATURE	DATE (MM/DD/YY)
<p align="center">PART 1 – SECTION B – CONTRACTUAL RATIFICATION</p> <p><i>(Completed by Unit Commander, Director, or Activity Chief (first O6 or equivalent in chain of command). Complete items 1 through 4 and forward through chain of command to Director of the Supporting Installation Directorate of Contracting.)</i></p>			
1. DESCRIBE SPECIAL REMEDIAL CORRECTIVE ACTION AND/OR DISCIPLINARY ACTION TAKEN <i>(Include a description of any administrative action to be taken under applicable personnel authority or furnish an explanation of why no disciplinary action was considered necessary.)</i>			
2. DESCRIBE ACTION TAKEN TO PREVENT RECURRENCE OF UNAUTHORIZED ACT			
3. I HAVE REVIEWED PART 1, SECTION A, AND VERIFY THAT THE INFORMATION IS ACCURATE AND COMPLETE, THAT THE GOVERNMENT RECEIVED A BENEFIT AND ASSOCIATED VALUE FROM THE UNAUTHORIZED COMMITMENT AND I: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> CONCUR WITH RATIFICATION of the Unauthorized Commitment </div> <div> <input type="checkbox"/> DO NOT CONCUR with the ratification of the Unauthorized Commitment (Explain Non-concurrence) </div> </div>			
4. COMPLETED PURCHASE DESCRIPTION AND FUNDING DA FORM 3953 IS EXECUTED AND ATTACHED (REQUIRED IF RATIFICATION IS RECOMMENDED)). DA FORM 3953 MUST SPECIFICALLY STATE THAT FUNDS WERE AVAILABLE AT THE TIME THE UNAUTHORIZED COMMITMENT WAS MADE AND ARE STILL AVAILABLE. <input type="checkbox"/> YES <input type="checkbox"/> NO			
TYPED NAME, GRADE OF UNIT COMMANDER	OR RANK, TITLE AND ORGANIZATION	SIGNATURE	DATE(MM/DD/YY)

PART II – CONCURRING OFFICIAL’S APPROVAL *(Applicable only to actions greater than \$10K)*
(Completed by individual indicated by “X” as identified by Director of Contracting. When completed, forward to supporting Directorate of Contracting of unit committing Government.)

- ☐ GARRISON COMMANDER *(Unauthorized action committed by individual in direct chain of command of Garrison Commander)*
- ☐ INSTALLATION COMMANDER *(Unauthorized action committed by individual in direct chain of command of Installation Commander)*
- ☐ FIRST GENERAL OFFICER OR SES *(Unauthorized action committed by individual in tenant activity outside direct chain of command or Supporting Installation) (Does not include reserve component)*
- ☐ COMMANDER OF DIRECT REPORTING UNITS (DRU)

1. APPROVAL OF CORRECTIVE ACTION AND/OR DISCIPLINARY ACTION TAKEN

☐ YES ☐ NO *(Explain nonconcurrence)*

2. APPROVAL OF RECOMMENDED CORRECTIVE ACTION TO PRECLUDE RECURRENCE

☐ YES ☐ NO *(Explain nonconcurrence)*

3. I VERIFY THE ACCURACY AND COMPLETENESS OF DOCUMENTATION AND CONCUR WITH PURCHASE DESCRIPTION AND FUNDING FOR THE RATIFYING CONTRACT

☐ YES ☐ NO *(Explain non-concurrence)*

TYPED NAME, GRADE OR RANK, TITLE AND ORGANIZATION

SIGNATURE

DATE(MM/DD/YY)

PART III - CONTRACTING OFFICER ASSIGNMENTPROPOSED RATIFICATION ASSIGNED FOR PROCESSING TO *(Name of Contracting Officer)*

TYPED NAME OF DIRECTOR OF CONTRACTING

SIGNATURE

DATE(MM/DD/YY)

PART IV – CONTRACTING OFFICER’S REVIEW
FAR 1.602.3 AND AFARS 5101.602-3.90

THE CONTRACTING OFFICER ASSIGNED IN PART III SHALL REVIEW THE FILE AND PROCEED AS FOLLOWS:

1. Determine the adequacy of all facts, records, and documents furnished, and obtain any additional material required.
2. Prepare a summary of facts to include a recommendation as to whether or not the transaction should be ratified and reasons for the recommendation. A recommendation not to ratify must include a recommendation as to whether or not the matter should be processed under FAR Part 50 and DFARS Part 250 (Pub. L. 85-804) as a GAO claim or in some other appropriate way.
3. Obtain an opinion from legal counsel as to whether the acquisition is ratifiable under FAR and AFARS, whether the matter should be processed under FAR and DOD FAR Supplement Part 50 (Public Law 85-804), processed as a GAO claim, or otherwise handled. (Refer to Part V, Section A – Legal Review before proceeding with items 3 -10).
4. Determine whether supplies or services have been provided to and accepted by the Government, or the Government otherwise has obtained or will obtain a benefit resulting from performance of the unauthorized commitment.
5. The ratifying official has the authority to enter into a contractual commitment.
6. Determine whether the resulting contract would otherwise have been proper if made by an appropriate contracting officer.
7. State whether the price is considered fair and reasonable and indicate how that determination was made.
8. Indicate whether or not the contracting officer recommends payment and legal counsel concurs in the recommendation, unless agency procedures expressly do not require such concurrence.
9. Determine that sufficient funds are available, and were available at the time the unauthorized commitment was made.
10. State whether the ratification is in accordance with any other limitations prescribed under agency procedures.

CONTRACTING OFFICER’S REVIEW:

If more space is required, KO's statement may be attached; signature and date required below and on attachment).

TYPED NAME OF CONTRACTING OFFICER

SIGNATURE

DATE (MM/DD/YY)

PART V

SECTION A – LEGAL REVIEW

(Completed by Legal Counsel)

DETERMINE WHETHER THE ACQUISITION IS RATIFIABLE UNDER FAR 1.602-3 AND AFARS 5101.602-3. OR WHETHER THE MATTER SHOULD BE PROCESSED UNDER FAR AND DOD FAR SUPPLEMENT PART 50 (Public Law 85-804), AS A GAO CLAIM, OR RECOMMEND OTHER APPROPRIATE DISPOSITION. (Return to Director of Contracting for review)

(If more space is required, legal opinion may be attached; signature and date required below and on attachment)

TYPED NAME OF LEGAL ADVISOR

SIGNATURE

DATE (MM/DD/YY)

SECTION B

AFARS 5101.602-3

(Completed by Director of Contracting)

1. ACTIONS OF \$10,000 OR LESS

BASED ON THE FOREGOING DETERMINATION, REQUEST FOR UNAUTHORIZED COMMITMENT IS:

- ☐ Approved (Issue Purchase Order)
- ☐ Disapproved (Explain disapproval)

2. ACTIONS OVER \$10,000 BUT NOT OVER \$100,000. (Written request shall be submitted to the appropriate PARC for approval with all appropriate documentation.)

- ☐ Approval is recommended

3. ACTIONS OVER \$100,000 (Written request shall be submitted through the appropriate PARC to the HCA for approval with all appropriate documentation.) Refer to ACA Acquisition Instruction.

- ☐ Approval is recommended

TYPED NAME OF DIRECTOR OF CONTRACTING

SIGNATURE

DATE (MM/DD/YY)

Command or Director Name: ACA HQ ROLL UP

Due: Semi-Annually

Each May 15th - First six-months of FY

Starting FY 07

Each November 15th - cumulative for FY

Installation	Number of UAC's < &10K	Number of UAC's \$10K - \$100K	Number of UAC's Over \$100K	Total Number Of UAC's	Total Value
ITEC 4	0	0	0	0	\$ -
NR					
SR					
The Americas					
SWA					
CCE					
Korea					
Europe					
PR					
Total	0	0	0	0	\$ -

Command or Director Name: ITEC 4

Due: Semi-Annually

Starting FY 07

Each May 15th - First six-months of FY
Each November 15th - cumulative for FY

Installation	Number of UAC's < &10K	Number of UAC's \$10K - \$100K	Number of UAC's Over \$100K	Total Number Of UAC's	Total Value
US ARMY INFORMATION TECHNOLOGY, E-COMMERCE AND CONTRACTING CENTER					
ITEC4 WEST					
ITEC4 WEST DOC					
Total	0	0	0	0	\$ -

Command or Director Name: Northern Region

Due: Semi-Annually

Starting FY 07

Each May 15th - First six-months of FY
Each November 15th - cumulative for FY

Installation	Number of UAC's < &10K	Number of UAC's \$10K - \$100K	Number of UAC's Over \$100K	Total Number Of UAC's	Total Value
CONTRACTING REGION, NORTH					
CDDC					
FORT A.P. HILL					
FORT HAMILTON					
FORT MEADE					
FORT MYER					
FORT EUSTIS					
FORT LEE					
NRCC					
ABERDEEN PROVING GROUND					
FORT CARSON					
FORT DRUM					
FORT LEONARD WOOD					
FORT LEWIS					
FORT RILEY					
WEST POINT					
BUCHANAN SATELLITE OFFICE					
FORT MONMOUTH					
NATICK					
SELFRIIDGE					
FORT BENNING					
FORT BLISS					
FORT CAMPBELL					
FORT GORDON					
FORT HOOD					
FORT IRWIN					
FORT JACKSON					
FORT POLK					
FORT RUCKER					
FORT SILL					
FORT STEWART					

Northern Region continued	Number of UAC's < &10K	Number of UAC's \$10K - \$100K	Number of UAC's Over \$100K	Total Number Of UAC's	Total Value
Installation					
PRESIDIO OF MONTEREY					
REDSTONE ARSENAL					
OMAR					
FORT DIX					
FORT MCCOY					
BUCHANAN SATELLITE OFFICE					
SEATTLE SATELLITE OFFICE					
FORT TOTTEN SATELLITE OFFICE					
BIRMINGHAM SATELLITE OFFICE					
MINNEAPOLIS SATELLITE OFFICE					
LOS ALAMITOS SATELLITE OFFICE					
WICHITA SATELLITE OFFICE					
NORTH LITTLE ROCK SATELLITE OFFICE					
SALT LAKE CITY SATELLITE OFFICE					
CORAOPOLIS SATELLITE OFFICE					
DEVENS SATELLITE OFFICE					
9th REGIONAL SUPPORT COMMAND					
ARCC, WEST COAST CONTRACTING OFC					
TOTAL	0	0	0	0	\$ -

Command or Director Name: Southern Region

Due: Semi-Annually

Starting FY 07

Each May 15th - First six-months of FY
Each November 15th - cumulative for FY

Installation	Number of UAC's < &10K	Number of UAC's \$10K-\$100K	Number of UAC's Over \$100K	Total Number Of UAC's	Total Value
CONTRACTING REGION, SOUTH					
SRCC					
FORT BRAGG					
FORT KNOX					
FORT SAM HOUSTON					
WHITE SANDS MISSILE RANGE					
YUMA PROVING GROUND					
CARLISLE BARRACKS					
FORT LEAVENWORTH					
DUGWAY PROVING GROUND					
TOTAL	0	0	0	0	\$ -

Command or Director Name: The Americas

Due: Semi-Annually

Starting FY 07

Each May 15th - First six-months of FY
Each November 15th - cumulative for FY

Installation	Number of UAC's < &10K	Number of UAC's \$10K - \$100K	Number of UAC's Over \$100K	Total Number Of UAC's	Total Value
CONTRACTING ELEMENT - THE AMERICAS					
MIAMI DIVISION					
MISSION DIVISION					
TOTAL	0	0	0	0	\$ -

Command or Director Name: SWA

Starting FY 07

Due: Semi-Annually

Each May 15th - First six-months of FY

Each November 15th - cumulative for FY

Installation	Number of UAC's < \$10K	Number of UAC's \$10K - \$100K	Number of UAC's Over \$100K	Total Number Of UAC's	Total Value
CONTRACTING COMMAND -					
SOUTHWEST ASIA					
KUWAIT					
QATAR					
SAUDI ARABIA					
TOTAL	0	0	0	0	\$ -

Command or Director Name: Contracting Ctr for Excellence

Due: Semi-Annually

Starting FY 07

Each May 15th - First six-months of FY
Each November 15th - cumulative for FY

	Number of UAC's < &10K	Number of UAC's \$10K -\$100K	Number of UAC's Over \$100K	Total Number Of UAC's	Total Value
Installation					

Command or Director Name: Korea

Starting FY 07

Due: Semi-Annually

Each May 15th - First six-months of FY

Each November 15th - cumulative for FY

Installation	Number of UAC's < &10K	Number of UAC's \$10K - \$100K	Number of UAC's Over \$100K	Total Number Of UAC's	Total Value
CONTRACTING COMMAND - KOREA					

Command or Director Name: Europe

Due: Semi-Annually

Starting FY 07

Each May 15th - First six-months of FY
Each November 15th - cumulative for FY

Installation	Number of UAC's < &10K	Number of UAC's \$10K - \$100K	Number of UAC's Over \$100K	Total Number Of UAC's	Total Value
CONTRACTING COMMAND - EUROPE					
WIESBADEN CONTRACTING CENTER					
RCO BENELUX					
RCO GRAFENWOEHR					
RCO SECKENHEIM					
RCO VICENZA					
RCO WUERZBURG					
TOTAL	0	0	0	0	\$ -

Command or Director Name: Pacific Region

Due: Semi-Annually

Starting FY 07

Each May 15th - First six-months of FY
Each November 15th - cumulative for FY

Installation	Number of UAC's < &10K	Number of UAC's \$10K - \$100K	Number of UAC's Over \$100K	Total Number Of UAC's	Total Value
CONTRACTING ELEMENT - PACIFIC					
FORT RICHARDSON					
FORT WAINWRIGHT					
FORT GREELEY					
HAWAII					
Total	0	0	0	0	\$ -